

# **EMERGENCY ACTION PLAN**

## **GENERIC PLAN FOR FIRE EMERGENCY**

### Fire

1. Immediately activate the nearest pull station and evacuate to the designated safe location while warning others.
2. If possible, without endangering yourself;

**Dial 911** Cell Phone (216) 433-8888 and give:

**YOUR** name.

**LOCATION** (building and room number).

**DESCRIPTION** of the incident.

3. If you are properly trained and the fire is small enough, you may fight the fire with a portable fire extinguisher after appropriate notifications have been made.
4. When an alarm sounds, evacuate to the designated safe location.  
**DO NOT** use elevators.  
Feel doors carefully for heat prior to opening them.  
Close office doors on the way out.
5. DO NOT re-enter the building until the building is declared safe to re-enter.
6. Go to your designated safe location and report any significant information to the Emergency Responders.
7. Personnel should remain at the designate safe location until further directed.

### **Fire**